



Wade Kapszukiewicz Lucas County Treasurer

One Government Center • Suite 500 • Toledo, Ohio 43604-2253
www.co.lucas.oh.us/treasurer

Dear Taxpayer,

The Treasurer's Office is pleased with your interest in the automatic deduction plan. Following is a summary of how the plan works and the authorization form that must be signed and returned.

Your half year real estate tax amount will be deducted from your bank account in January and then again in July. Your withdrawal notice will be mailed to you at least 20 days in advance of the deduction. You will be informed of the exact date and the amount of your deduction. The notice will also serve as your reminder.

Once you have signed up to pay your bill in this manner, the agreement will remain in effect until we receive written notification from you to terminate the arrangement. If your bank or account numbers should change, it is your responsibility to notify the Treasurer's Office. The changes must be entered into the system prior to December 1st for the January deduction and before June 1st for the July deduction. You will receive a "PAID" statement, which will serve as your receipt.

The authorization form gives the Treasurer's Office permission to directly debit your bank account for the amount of taxes due. When returning this authorization to our office, please include a blank deposit slip or voided check from your account to ensure that we use the correct routing and account numbers.

If you should have any questions, please feel free to contact our office at (419) 213-4304.

Sincerely,

Shirley Wheeler
Lisa Boose
Deputy Treasurers



Wade Kapszukiewicz
Lucas County Treasurer

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**SEMI-ANNUAL
AUTOMATIC-WITHDRAWAL AGREEMENT**

I hereby authorize the Lucas County Treasurer to withdraw from my account on a semi-annual basis and to place such funds in an escrow account to be used for payment of real estate taxes. I further authorize the Lucas County Treasurer to credit and/or debit my account in the event it becomes necessary to correct a previous deduction made in error, provided that the Treasurer shall provide me with notification.

This authority is to remain in full force and effect until the Lucas County Treasurer has received written notification from me of its termination in such time and in such manner as to afford the Treasurer a reasonable opportunity to act on it.

The Lucas County Treasurer's Office requires that a voided check or deposit slip from your bank account be submitted to insure the correct account numbers are used.

DATE: _____

NAME: _____

SIGNATURE: _____

Taxing District / Parcel Number(s): _____

Property Address(s):

***** THIS AGREEMENT CAN NOT BE PUT INTO EFFECT***
WITHOUT A DEPOSIT SLIP/VOIDED CHECK**

PLEASE ATTACH HERE